

~~CONFIDENTIAL~~
Report for Week Ending 31 October 1957
from
PROJECTS STAFF

1. Contributions

- a. Completed the development of graphics on the Records Management Program for presentation at the next Support Exhibit, 6 November

25X1

- b. Met with [] of the OTR Registrar's Office to clarify policy on funding for external training. OTR will now underwrite the expenses for seminars and conferences which are truly in the nature of training, but OTR will not bear the cost of meetings of professional societies. Each request for training, however, will be considered for approval individually based on the needs of the individual and the nature of the training. []

25X1

25X1

- c. Completed installing the Agency filing system in the Office of the Chief, Personnel Procurement Division, OP. []

25X1

2. Assignments-Active

- a. Installation of Subject-Numeric Filing System.

- (1) ORR/Materials Division - Installation continues and should be completed 1 November. A meeting will be held on Friday, 1 November, with the Branch Chiefs of the Division to discuss including branch administrative materials in the Agency filing system. []

25X1

- (2) Office of the Chief, Personnel Procurement Division, OP.- Installation completed and three employees trained in its maintenance and use. Records volume in current file reduced from 4 legal safe drawers to 2 legal safe drawers. 2 cubic feet of pre-1957 material is being retired to Records Center, and 2 cubic feet of duplicate or obsolete material has been destroyed.

Discussions have been held with Chiefs of 2 branches of PPD, Clerical Recruitment and Specialized Recruitment Branches, regarding installations of new file systems for them. []

25X1

- (3) Plans Staff, OP - 50% complete. Project should be completed by 6 November. It was delayed by illness of records custodian who must complete screening material recommended for retirement or destruction.

- b. VM Microfilming-

- (1) A meeting was held with [], ORR Geographic Division, to discuss the filming for Vital Materials, of an index file consisting of over 100,000 4 x 6 cards. As several thousand of these cards are stapled, assistance will be needed

25X1

~~CONFIDENTIAL~~

to prepare these cards for microfilming, as well as restapling after filming. [] Vital Materials Officer for ORR, will investigate the possibility of using ORR clerical personnel; however, if he is unsuccessful, we plan to explore the possibility of using Pool personnel. This card file is unclassified. Project is scheduled for January 1958.

25X1

- (2) A meeting was held with [] Security Office, to discuss the scheduling of Vital Materials microfilming. It was decided that filming would be accomplished in November. The number of projects to be filmed has not changed since last filming. [] stated that there is a possibility that one change may be made in the schedule for future filming. This would change the frequency of filming of one project, the largest card file in Security Office, from semi-annual to an annual filming.

25X1

25X1

- (3) At the request of ORR., Services Division, we have been requested to delay our annual microfilming of the Economic Defense Commodity file, scheduled for October, until December. Reason for this delay is the amount of time needed by Services Division personnel to prepare this file for filming. []

25X1

- c. Personnel - Type VM Records - In reviewing the deposit schedule of the Office of Security with the ARO for Security, it was recommended that consideration be given to discontinuing the deposit of PHS's, since the Office of Personnel has scheduled the deposit of Biographic Profiles. [] felt that deposit of PHS's was not absolutely essential; however there was not sufficient manpower available now to complete the project. Discussed with the ARO, proposed wording of descriptions in VM deposit schedules to prevent revealing specific subjects to other organizational components reading the staff study on this project.

25X1

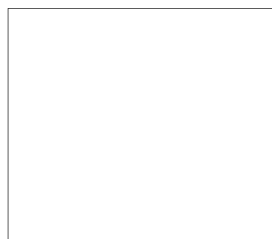
The ARO for Personnel has requested that the OP listing of VM materials for this study be arranged according to media of deposit. Have completed such a listing and will refer it to the ARO for review. []

25X1

~~CONFIDENTIAL~~

3. News

- 25X1 a. [] accompanied last
25X1 weeks trip to the Repository to work on the Agency Reference
Library []
- 25X1 b. In discussions with the ARO for Security, [] stated that 25X1
25X1 he and [] had been making a survey of their record problems
25X1 for the past several months per instructions from the Director
25X1 of Security and hoped to come up with changes for the better.
25X1 [] remarked that the various divisions of Security Office
were convinced that because of the ever active nature of their records
it was almost impossible to comply with a retirement schedule. In
fact, [] stated he did not know of any intelligence organi-
zation that retired security-type records. During the course of
their study they hope to work out an actual retirement system for
all divisions and to recommend other proposals that would im-
prove the efficiency of records management throughout their entire
office. []
- 25X1 c. Attended the fourth meeting of the U.S. Government Correspondence
Manual Working Committee, and presented our subcommittee's portion
of the manual for review by the Committee. [] 25X1
- 25X1 d. Reviewed with [] (O&M) and [] (OCR/ARO) a 25X1
25X1 statistical reporting system being developed by [] for
25X1 presentation to the new AD/CR. [] 25X1
- 25X1 e. [] is attending the Writing Workshop.



25X1